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THE LIBRARIES
COLUMBIA UNIVERSITY

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LIBRARY

Vassar College Library



Handbook for New Students
1922

VASSAR COLLEGE LIBRARY

HANDBOOK
FOR NEW STUDENTS
1922



POUGHKEEPSIE, NEW YORK
VASSAR COLLEGE
1922

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1922

LIBRARY HOURS

MONDAY TO SATURDAY

8:15 A.M. to 5:30 P.M.

7:15 P.M. to 9:45 P.M.

SUNDAY

2:15 P.M. to 5:30 P.M.

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DESCRIPTION OF THE LIBRARY

THE BUILDING

The Frederick Ferris Thompson Memorial Library Building is a gift to Vassar College from Mrs. Frederick F. Thompson as a memorial to her husband, who was a trustee of the College from 1885 to 1899, and one of its most generous benefactors. Ground was broken in the spring of 1903, and the completed building was formally presented June 12, 1905. In 1916, an additional gift was made by Mrs. Thompson providing for the addition of two wings forming two enclosed courts. The tapestries and the furnishings were also given by Mrs. Thompson. A portrait of Frederick Ferris Thompson by William Quiller Orchardson hangs above the fireplace.

The building, designed by Allen and Collens, of Boston, is perpendicular Gothic in style. The exterior is of Germantown granite, the trimmings and the interior of Indiana limestone. The Library is constructed on the alcove plan providing space for about 160,000 books and 600 readers.

The stained glass window*, made by John Hardman & Co. of Birmingham, England, represents "the conferring of the Doctorate by the University of Padua upon a young Venetian woman, Elena Cornaro, in the year 1678... The ceremony was held in the Cathedral of Padua in the presence of the University authorities... and most of the Venetian Senators, together with many invited guests from the Universities of Bologna, Perugia, Rome and Naples."

Other windows contain eighty-two representations in leaded glass of printers' marks used in the fifteenth and sixteenth centuries in various European countries.**

On the walls of the central hall hang five Flemish tapestries designed and woven in the middle of the seventeenth century. They are part of a series representing the story of Cupid and Psyche as told by Apuleius.

From the tower beautiful views of the surrounding country are seen. The tower is open on Saturday and Sunday afternoons.

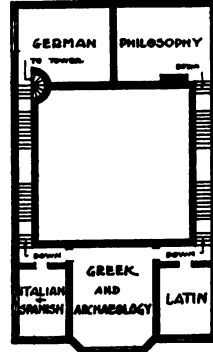
*A pamphlet describing the window may be borrowed at the Loan Desk.

**The Library has printed an illustrated list of the printers' marks in the windows. Copies may be borrowed or purchased at the Loan Desk.

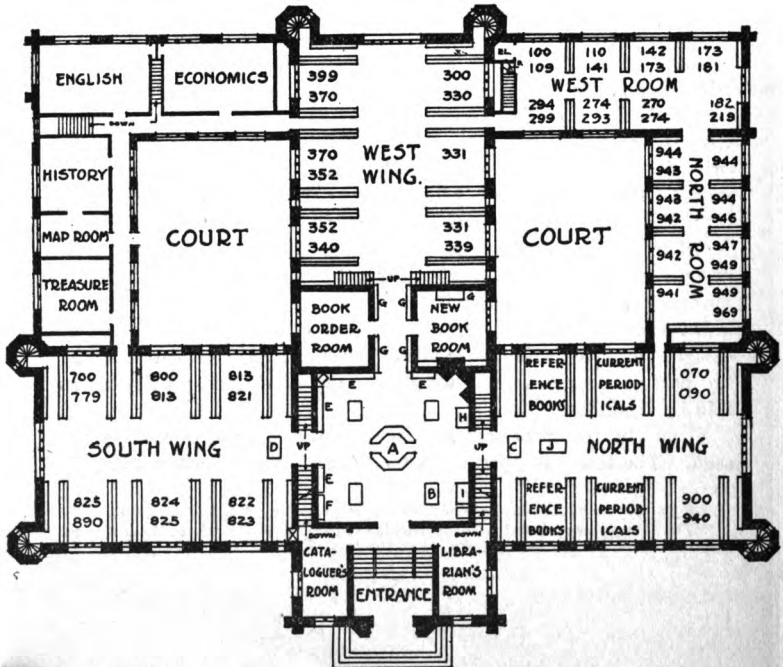
PLAN OF THE LIBRARY

- KEY -

- A-LOAN DESK.
- B-REFERENCE DESK.
- C-SERIAL RECORD DESK.
- D-ASSISTANTS' DESK
- E-CATALOGUE CASES.
- F-SHELF LIST CASE.
- G-EXHIBITION CASES.
- H-NEW PERIODICAL TABLE.
- I-FILING CASE.
- J-INDEX TABLE.



· THIRD FLOOR ·



· MAIN FLOOR ·

CONTENTS AND ARRANGEMENT

The Library contains (August, 1922) about 120,000 *catalogued* books and pamphlets beside several thousand classified but *uncatalogued* pamphlets. It has a few manuscripts, a collection of book-plates and a large amount of illustrative material.

The Loan Desk faces the main entrance. It is here that all books must be charged and discharged, whether for home use or for use in another part of the Library. The card catalogue is contained in the cabinets beyond the Loan Desk.

There are no library pages. All students have free access to the shelves. Books are labeled with combinations of numbers and letters, known as "call numbers", according to which books are arranged on the shelves. The call number represents the subject and author of the book and by means of the call numbers, books on related subjects are brought together on the shelves in accordance with the classification scheme. To find where the various numbers are shelved, consult the *Guide to the location of books* which accompanies the charts posted on the ends of the first catalogue cases. The book stack numbers are prominently placed on the ends of the stacks in each wing. In order to keep the most used books on the main floor and in the galleries, many sets of periodicals and books less frequently used are shelved in the basement. There is equally free access to books in the basement and their location is indicated on the same guide which shows the arrangement of books on the main floor.

Catalogue cards for books shelved in the basement, in locked grilles, in laboratory libraries, etc., have the special location stamped in red in the upper right corner. A book whose location is not clearly indicated on the catalogue card is represented under its number on the shelf by a wooden dummy upon which the actual location of the work is given.

Books may be used near their own places without formality but must be registered at the Loan Desk when taken from one part of the Library to another.

If the books are not found under their numbers on the shelves, inquiry should be made at the Loan Desk where there should be a record of every book not in its place on the shelf, or in use near by, or on one of the tables near its shelf.

REFERENCE BOOKS. General reference books are shelved in the first two alcoves of the north wing. Reference books for special

subjects are generally shelved with the other books on the same subject.

NEW BOOKS. New books are placed for a week in the New Book Room before they are sent to their regular places on the shelves. A list of the books recently added to the Library is posted each week in the Library and on the bulletin board of Rockefeller Hall.

PERIODICALS. About six hundred periodicals are currently received, not including annual reports, yearbooks, government documents and irregular continuations.

Most of the periodicals regularly received are kept, roughly grouped by subjects, in the periodical alcoves in the north wing, until they are ready for binding. An alphabetical guide to the arrangement of these periodicals is posted near by. Certain other periodicals are sent to the laboratories; others of less general interest are placed in pamphlet boxes on the shelves with their bound volumes.

The periodicals received each day are placed for twenty-four hours on the table for new periodicals, near the fireplace.

Bound periodicals are classified like other books according to subject and are shelved with the books on the same subjects. The bound sets of the most used *general* periodicals are shelved in the narrow alcoves of the north wing, the American on the west side, the English on the east side.

NEWSPAPERS. The Library receives eight daily papers and four weekly papers. It preserves bound files of the *New York Herald* (1843-February 1913) and the *New York Times* (1913-date), the *London Times* (weekly edition, 1914-date), the *Manchester Guardian* (weekly edition, July 1919-date), *Le Temps* (1916-date). It has also a file of the *New York Tribune* from December 1862 to June 1914, the *New York Evening Post* from 1900 to 1919, the *Manchester Guardian* (January 1914-March 1918, January-September 1919), a complete set of *Le Moniteur*, *Niles' Register*, *Hansard's Parliamentary Debates*, the *Congressional Record* and the earlier annals of Congress.

The newspaper files should be used with especial care since the volumes are practically not replaceable and will be needed as much by future generations of students as by the students of today.

The current numbers of the newspapers are on file in the Newspaper Room. The current numbers of the *Congressional Record* are kept in the west Periodical Alcove.

PAMPHLETS. Pamphlets which are of sufficient importance to the library are catalogued and treated as books. Pamphlets of

less importance are classified and placed in pamphlet boxes bearing the classification number. A pamphlet box with material on a certain subject would stand on the shelf just before the books on the same subject.

RESERVED BOOKS. Books reserved for the use of special classes are placed on tables or shelves reserved for those classes and have colored reserve slips to make it easy to return the books to the proper shelves. A list of the shelves on which books are reserved for particular classes is posted on the chart above the first catalogue case. Reserved books should be promptly *returned to the reserved shelves*, when not actually in use, in order that they may be immediately available to other students.

BASEMENT. Forty-three individual study tables are in the basement additions. Students who wish to take library books from other parts of the Library to the basement must first register the books at the Loan Desk and must return the books to the Loan Desk to be discharged as soon as they are through using them.

SEMINARY ROOMS. The location of the seminary rooms is shown on the library plan. These rooms are reserved for the use of the departments to which they have been assigned.

LOST AND FOUND BOOKS. Books found in the Library or in any of the other campus buildings are placed in the Library Coat Room to be claimed. Books left unclaimed for more than a year are added to the Library or sold.

SPECIAL COLLECTIONS. A brief note about each special collection will be found in the card catalogue under the name of the collection. The special collections are:

- Alumnae library, in the Treasure Room.
- Bible collection, in a locked case in the west wing.
- Book-plate collection, in the Treasure Room.
- Brunn collection, in the Greek Seminary Room.
- College catalogues, in the basement, west wing, stacks 12-16.
- Faculty collection, in the Treasure Room.
- Justice collection, in the north wing, west side, third alcove.
- Matthew Vassar library, in the Treasure Room.
- Philaethan library, south wing, west gallery, stacks 13-14.
- Robert Owen collection, in the Economics Seminary Room.
- Text-book collection, south basement addition, west side.
- Turgenev library, in the Treasure Room.
- Vassar College theses, in the Treasure Room.
- Vassariana, in the Treasure Room.

PHILALETHEAN LIBRARY. The dramatic library of Philaetheis is deposited in the college library and, by the courtesy of the society, may be used with the same freedom as library books.

TREASURES. The Treasure Room contains the Matthew Vassar Library, the Alumnae Library, the Turgenev Library, the collection of book-plates, and other treasures. It is reserved for readers using these collections.

A list of rare books, manuscripts and autographs in Vassar College Library was printed in 1917. Copies may be borrowed or purchased at the Loan Desk.

A few of the most interesting book treasures not within the scope of the description are the following:

Edward S. Curtis' *The North American Indian*, in process of publication, to consist of twenty volumes of text and twenty portfolios of photographs.

Audubon's *Birds of America*, the elephant folio edition in four volumes.

Louis Haghe's *Sketches in Belgium and Germany*, three series of lithographic reproductions of scenes in the cities of Belgium and Germany in 1840 to 1850.

The catalogues of J. Pierpont Morgan's collections of manuscripts and early printed books.

DEPARTMENT LIBRARIES. Most of the laboratories have small department libraries whose use is regulated by the various departments. The books kept in the department libraries are included in the catalogue of the central library. The catalogue cards for these books are marked with the name of the department library in the upper right corner.

The department libraries are:

Art, in Taylor Hall.

Astronomy, in the Observatory.

*Biology, see Botany, Zoology.

Botany, in the New England Building.

Chemistry, in Sanders Laboratory.

Geology, in the New England Building.

Medicine, in the Physician's Office.

Music, in Assembly Hall.

Physics, in Vassar Brothers Laboratory.

Physiology, in the New England Building.

Zoology, in the New England Building.

*The Biology library has been divided into two collections, *Zoology* and *Botany*. Cards in the catalogue marked *Biology* indicate books now in the Zoology library.

LIBRARY RULES

All members of the college community and their families are entitled to the free use of the Library.

Non-members of the College who desire to use the Library should apply to the Librarian. A registration list of all who are entitled to use the Library is kept at the Loan Desk. All new members of the College are expected to register in the Library and to read its rules before availing themselves of its privileges.

All new students are expected to come to the Library to register as soon as possible.

LIBRARY RULES FOR STUDENTS

RULES REGARDING THE LOAN OF BOOKS

RESTRICTION OF CIRCULATION. The Library is essentially a reference library and the circulation of books is of necessity restricted. During library hours books which are needed for class work are kept in the Library.

Books belonging to the classes named below may not be taken from the Library:

- a. Newspapers and periodicals, bound or unbound.
- b. General reference books: encyclopedias, dictionaries, atlases, etc., including all books shelved in the Reference Alcoves.
- c. Publications of learned societies.
- d. Books in certain special collections; also, books too rare or valuable to be loaned and books whose circulation may for special reasons be restricted by the Librarian.
- e. Unbound material which would be difficult to replace if damaged or lost in circulation.

LOAN AND RENEWAL. Books not needed in the library in connection with class work may be drawn for a period of two weeks. The privilege of renewal allows for an extension of these loans. Books may not be taken out of town without special permission. Books loaned for use on the campus may be quickly recalled and are not likely to be lost. Books taken out of town may not be recalled without delay and are frequently lost. For this reason

campus loans are liberal but out of town loans are restricted to books which may be easily replaced and which are unlikely to be urgently needed. The date on which a book is due is stamped on a slip which is placed in the book pocket inside the back cover of the book.

SPECIAL LOANS. A book needed for class work may be taken out for the hours during which the Library is closed, if the book does not belong to any of the restricted classes listed above. An agreement must be signed at the Loan Desk to return the book as soon as the Library is opened again. The penalty for failure to return such books on time is posted on the Loan Desk bulletin board. Students who cannot be relied upon to return such books promptly are deprived of the privilege of drawing them from the Library. A student who has lost her privilege of drawing books may not borrow books in another student's name. An engagement book is kept at the Loan Desk for reservation of books to be taken for the hours of closing. *The reservations in this book are not charges.* A book engaged in this way must be charged by the Loan Desk Assistant before it may be taken from the Library. Students are expected to see that the books they wish to take out have not already been engaged by others. The author card in the catalogue shows how many copies of a book the library has. The Loan Desk Assistant can tell whether any copies recorded in the catalogue are not available.

FINES. Every book not returned or renewed within two weeks becomes subject to a fine of one cent a day. Special fines are charged for failure to return "Special loans" on time. Students having unpaid fines are expected not to draw books from the library.

CHARGING OF BOOKS. Every book taken from the Library must be signed for by the borrower at the Loan Desk. The importance of this rule cannot be overemphasized. A single case of forgetfulness may result in serious delay of important work and in waste of time on the part of the library assistants in vainly searching for the unregistered book.

RETURN OF BOOKS. Every book taken from the Library must be returned at the Loan Desk, where the charge for it will be cancelled. Borrowers remain responsible for books as long as the books are charged to them.

RECALL OF BOOKS. All books taken from the Library are subject to recall by the Librarian and must be returned *immediately* upon receipt of a recall notice. Books recalled for class use, if not returned within twenty-four hours, become subject to the same fine as *Special loans*.

RULES REGARDING THE USE OF BOOKS IN THE LIBRARY

Books should be used, as far as possible, in or near the alcoves in which they belong and should never be taken from one part of the Library to another without being registered at the Loan Desk.

To avoid misplacement, all books should be left on the tables, *never returned to the shelves*, with the exception of books reserved for a particular course which should be replaced on the reserve shelf used for the course.

Books should not be left open when not in use. Nothing heavy should be placed upon an open book and nothing thicker than a sheet of paper should be used to keep a place. Book-marks are freely supplied at the Loan Desk.

RULES REGARDING THE USE OF THE LIBRARY BUILDING

Students may not enter or remain in the Library outside of library hours. Any student who disregards this regulation will, at the discretion of the Librarian, forfeit her library privileges.

The seminary rooms may be used only by those who have been authorized to do so.

Electric lights above the tables and in the small alcoves should be turned off when not in use.

Ink, except in fountain pens, may be used only at the glass-covered ends of tables. Ink bottles must not be brought into the Library. Fountain pens must be used with special care to avoid defacing books and tables. Fountain pen ink is supplied in the Coat Room. Fountain pens must not be filled from the ink wells on the tables and desks. A pencil sharpener is on the ink table in the Coat Room.

All are expected to cooperate in preserving quiet and order at all times.

STUDENT APPLICATIONS TO TAKE BOOKS OUT OVER THE HOLIDAYS

All applications must be made out on blanks provided for the purpose at the Loan Desk.

It is requested that all applications be presented at the Library at least three days before College closes. Requests presented less than twenty-four hours before College closes cannot be granted.

A book needed for class work will not be permitted to go out without the consent of the instructor conducting the course for which the book is needed. Books not easily replaceable may not be taken out.

Holiday privileges will not be extended to students who cannot be relied upon to return special loans promptly.

LIBRARY AIDS

CARD CATALOGUE

The card catalogue is in the Central Hall, beyond the Loan Desk. Cards for authors, subjects, and titles of books in all languages are arranged in a single alphabet in portable trays which may be consulted at the tables near the catalogue cases. The trays should be returned to their places in the cabinets when not in use.

HOW TO USE THE CATALOGUE. To find a book by or about an author, look for the author's surname, followed by his given name. Under an author's name the cards are arranged in the following order: (1) Bibliographies. (2) Works about an author. (3) Complete works. (4) Partial collections. (5) Individual works in alphabetical order. (6) *Secondary entries.

To find what books the library contains on a particular subject, look up the subject in its alphabetical place. There will be for each book on the subject a red-edged card with the subject in red on the top line, arranged in alphabetical order by author. When the amount of material on a subject is very large, subheads are used to divide it. Subheads are arranged in alphabetical order after the general subject heading, but country subheads follow other subheads in a separate alphabet. *Inverted* subject entries beginning with the same word follow the subheads. Titles beginning with the same word follow all other entries.

<i>Examples:</i> Education	France
Education. History	France. History
Education. Periodicals	France. Politics
Education. England	France and the French
Education. Russia	
Education, Elementary	
Education, Secondary	
Education of aliens	

Guide cards generally show the arrangement of subdivisions when there are many entries under a subject. Guide cards are inserted

*The *main* entry for a book is under the author or body chiefly responsible for the book. *Secondary* entries are made under the names of editors, translators, etc.

in the catalogue trays to facilitate handling the cards, but a guide is not provided for every name or subject included.

To find a book known to you only by title, look for the title in its alphabetical place in the catalogue, if the book is fiction or drama or has a striking title. If the title is not distinctive, look under the subject, e. g., look for *History of Spain* under *Spain History*, not under History of Spain. To find Smith's *New classical dictionary of Greek and Roman biography*, if you do not know Smith's given name, do not go through the tray of Smiths but look under the subject heading *Classical dictionaries*, where the card for Smith's dictionary will be quickly found in its alphabetical place.

To find a survey of the literature of a subject, look for bibliography cards standing before the other cards for the subject. Before all the cards for books about engraving, for example, there will stand cards with the heading,

Bibliography of
Engraving

To find a book *about* a man's life or work, look for the red-edged cards with his name in red on the top line. These precede cards for the books *by* him.

To find material on a subject which does not appear in the card catalogue, look under a more general subject which would include the subject you seek. You may find nothing under *Mendicant friars* but you would find books containing material about the mendicant friars under *Monasticism*.

"See also" reference cards are often inserted directly before subject entries to suggest other subject entries which are more or less closely related; for example, before the entries under *Religious orders* stands a card which reads:

Religious orders, see also Chivalry, Military religious orders, Monasticism, Nuns, also names of orders, e. g., Franciscans, Templars.

When the same name is used as a forename and as a surname, the forename precedes the surname. Titles beginning with the same name, whether used as forename or surname, follow all other entries under the name.

Example: Stephen, king of England
Stephen, Sir Leslie
Stephen Archer

When the same name is used as a personal name and as a place name and as the first word of a title, the order of arrangement is:
(1) Personal names. (2) Place names. (3) Titles.

Example: London, Jack
 London (England)
 London prodigal

Names compounded with prefixes are arranged as single words but compound names of places are arranged as separate words.

Examples: DeFoe New England
 Dekker New Jersey
 De la Mare Newark
 Deland Newfoundland

Abbreviations are arranged as if spelled in full but elisions as they are printed. Proper names beginning M', Mc, St., are arranged as if spelled Mac, Saint.

Examples: Doctor Faustus MacGill
 Dr. Jekyll and Mr. Hyde Mackail
 Doctor Thorne McKinley
 Doctoral authority M'Laren
 The doctor's dilemma Macy

The initial articles "A" and "The", and their equivalents in other languages, are disregarded in the arrangement of titles.

The modified vowels ä, ö, ü, in the German, Scandinavian and other languages are arranged as if they were spelled ae, oe, ue.

Examples: Für Förster
 Fuller Forman
 Fur Forster

ABBREVIATIONS. A list of the abbreviations used in the card catalogue is posted near the catalogue cases. The following table defines the different symbols which are used in catalogues and bibliographies to describe the sizes of books.

F., or fol. folio
 a book more than 30 cm. high. (11¼ in.)
 Q., or 4^{to}, or 4° quarto
 a book between 25 and 30 cm. high. (9⅞-11¼ in.)
 O., or 8^{vo}, or 8° octavo
 a book between 20 and 25 cm. high. (7⅞-9⅞ in.)
 D., or 12^{mo}, or 12° duodecimo
 a book between 17.5 and 20 cm. high. (6⅞-7⅞ in.)
 S., or 16^{mo}, or 16° sixteenmo
 a book between 15 and 17.5 cm. high. (5⅞-6⅞ in.)
 T., or 24^{mo}, or 24° twenty-fourmo
 a book between 12.5 and 15 cm. high. (4⅞-5⅞ in.)

NEW BOOKS. As soon as a book is received in the Library, a temporary card for it is filed in the catalogue under the author's name to stand there until the regular catalogue cards for the book have been prepared. If a book so represented in the catalogue is needed, application should be made for it at the Loan Desk.

CALL NUMBERS. The call number is the combination of figures and letters which appears on the back of the book, on the upper left corner of all its catalogue cards and also on the book card, on which the book is charged to borrowers.

Every book has a *call number* of its own, which will distinguish it from every other book in the Library. The upper part of the number is the classification number, arranged decimally after the third figure.

Example: 942 942A 942.01 942.12 942.3

The lower part of the number is the book number, which is generally an abbreviated form of the author's name. The figures following the initial letter of the book number are arranged as if preceded by a decimal point.

Example: 942 942 942 942
 B625 B64 B7 B71

All books on the same subject receive the same classification number but each receives a different book number. The combination of classification number and book number forms the *call number* of the book. Books are arranged on the shelves consecutively by their call numbers. If a book is kept in the basement, or in one of the special collections, or in a department library, the special location is indicated in *red* on the upper right corner of the card. If a book is a quarto or folio, the size mark Q or F forms a part of the call number and appears in red above the classification number. A quarto or folio, too tall to stand on the regular shelf, is placed on a lower shelf in the same case of shelves in which it would stand if it were of ordinary size. If a book belongs in the Reference Alcove, *Ref* in red below the book number, forms a part of the call number.

HOW TO FIND BOOKS. After finding the call number of the desired book in the card catalogue look at the "Location of books" posted on the ends of the catalogue cases to find the general location of books bearing the classification number of the book desired, then go directly to the section designated where the books are arranged as described in the preceding paragraph. If the book is not in its place or on one of the tables near by, inquire about it at the Loan Desk.

CLASSIFICATION

The books are arranged and numbered for the most part, according to the *Decimal classification* by Melvil Dewey. All subjects are divided into ten large groups, these ten each divided in ten, and again each one of these into ten. In general, each classification number consists of at least three figures; after the third figure there is placed a decimal point and the numbers following are arranged decimally to permit indefinite expansion. Certain changes have been adopted in this classification to make it more convenient for our use. In literature, the classification of the works of individual authors is by period, not by form, thus keeping an author's works together. There is no "fiction" section in the library. Stevenson's novels, for example, will be found with his other works, under his special number in the classification, 825St41.

Attention is called to the following exceptions in the numerical arrangement of books by their call numbers:

70 A-Z follows 700

78 A-Z follows 780

87 A-Z follows 879

88 A-Z follows 889

97 A-Z follows 970

The Library has adopted the plan of having the classification number for each subject appear on the guide card for that subject in the card catalogue so that the catalogue will serve as an index to the classification.

The shelf labels help in finding the subdivisions of a subject at the shelves when the location of the general subject is found.

The shelf list (F on the chart), near the door of the Cataloguing Room, contains a list on cards of the books in the Library arranged by call number in the order in which they stand on the shelves. It is useful in surveying the books the Library has on any particular subject, as it lists, of course, not only the books which may be found on the shelf at any given time but also all those which are out, in use, or reserved in another part of the Library. The shelf list is also useful in identifying a book from its call number.

The complete classification as used in this library may be consulted at the Reference Desk.

A brief outline of the classification follows.

OUTLINE OF CLASSIFICATION

010	Bibliography	367	Social clubs
020	Libraries and reading	368	Insurance
030	General encyclopedias	370	Education
050	General periodicals	380	Commerce. Communica-
060	General societies		tion. Transportation
070	Journalism. Newspapers	390	Customs. Costumes
080	Book industries	396	Woman's social status
090	Book arts	500	Science in general
100	Philosophy	510	Mathematics
110	Metaphysics	520	Astronomy
129	Logic	530	Physics
130	Psychology	540	Chemistry
150	Ancient philosophy	549	Mineralogy
160	Philosophical systems	550	Geology
170	Modern philosophy	560	Paleontology
180	Ethics	570	Biology
200	Religion	580	Botany
210	Natural theology	590	Zoology
220	Bible	600	Useful arts
230	Christianity	610	Medicine. Hygiene
260	The Church	620	Engineering
266	Missions	630	Agriculture
270	Religious history	640	Domestic science
290	Non-Christian religions	650	Business methods
300	Sociology	670	Manufactures
310	Statistics	680	Mechanic trades
320	Political science	690	Building
330	Economics	700	Fine arts
340	Law	70A-z	Individual artists
350	Administration	710	Landscape gardening
360	Charities and corrections	720	Architecture
366	Secret societies	730	Sculpture

740	Drawing. Design	891.6	Keltic
750	Painting	891.7	Russian
760	Engraving	899	Folk-lore
770	Photography	900	History
780	Music	910	Geography and travel
78A-z	Individual musicians	912	Maps. Atlases
790	Amusements. Athletics	920	Collective biography
800	Language and literature	929	Genealogy. Heraldry
801	Comparative philology	930	Ancient history
802	English philology	937	Rome
809	Literature	938	Greece
810	American literature	940	Europe
813	Modern Amer. authors	940.93	European war
820	English literature	942	England
825	Modern English authors	943	Germany
829	Anglo-Saxon	944	France
830	German	945	Italy
839	Danish. Icelandic. Norse	946	Spain
840	French	947	Russia
850	Italian	948	Norway.Sweden.Denmark
860	Spanish	949	Minor European countries
870	Latin	950	Asia
87A-v	Individual Latin authors	960	Africa
87w-x	Classical studies	970	American statesmen
87y	Roman antiquities	97A-z	Individual Americans
87z	Classical antiquities	970.1	American Indians
880	Greek	971	British America. Canada
88A-x	Individual Greek authors	972	Mexico. Central America.
88y	Greek antiquities		West Indies
88z	Classical periodicals	973	United States
890	Minor languages and literature	980	South America
		990	Oceanica. Polar regions

REFERENCE BOOKS

The term *reference book* is generally used to describe those works which are intended for consultation for specific information rather than for consecutive reading.

Many reference books are made up in full or in part of compilations of information abridged from more comprehensive works on the various subjects. Others consist of monographs written and signed by scholars who are specialists in the subjects treated. These books sometimes contain fuller and more scholarly treatment of a subject than is elsewhere available. Still other reference books are official publications based upon official records and statistics.

For help in the selection and use of reference books the student is referred to the latest edition of Alice B. Kroeger's *Guide to the study and use of reference books*. Supplements to this guide appear in the *Library Journal*.

General directions cannot easily be given for the use of reference books because works of so many different kinds are included in this group. The inexperienced student needs to be cautioned to use a reference book not simply with the value of the book itself in mind but with a view to its value in relation to the particular piece of work in hand. The same book may be valuable in one connection and worthless in another. In comparing reference books notice the contributors, the character of the contributions and the dates of publication.

CYCLOPEDIAS AND DICTIONARIES. General encyclopedias will be found in the east Reference Alcove, in the north wing. A few of the cyclopedias of special subjects are shelved in the west Reference Alcoves. Others are classified with the books on the special subject. The catalogue lists special cyclopedias under the name of the special subject with subhead *Cyclopedias* or *Dictionaries*, e. g.

Education. Cyclopedias.

Painters. Dictionaries.

Dictionaries of proper names will be found in the catalogue under the subject headings *Names Dictionaries*, *Classical dictionaries*, etc.

General biographical dictionaries, except those limited to special groups, are shelved in the west Reference Alcove under 920.

Biographical dictionaries for special classes of persons will be found in the catalogue under the headings:

Artists. Dictionaries.
Authors. Dictionaries.
Authors. German.
Musicians. Dictionaries.
Painters. Dictionaries.
Scientists. Dictionaries.
etc.

Dictionaries of geographical names will be found in the catalogue under the headings:

Geography. Dictionaries.
Names (geographic).

ATLASES AND MAPS. The most used large atlases will be found in the atlas cases near the Index Table. General atlases are entered in the catalogue under the heading *Atlases*. Books containing maps of special countries will be found under the names of countries with subheads *Gazetteers* and *Guide books*, e. g.

England. Gazetteers.
Italy. Guide books.

Historical atlases will be found in the catalogue under the subject headings:

Historical atlases.
Classical atlases.

For other maps consult the map catalogue in the Map Room where it is intended to list every important or useful map in the Library under the country or section which the map represents.

YEARBOOKS. General yearbooks and annual encyclopedias are catalogued under the heading *Yearbooks*. Yearbooks of special countries or subjects will be found under the name of the country or subject followed by the subhead *Yearbooks*, e. g.

China. Yearbooks.
Education. Yearbooks.

Most of the states publish yearbooks giving general information about the state, its politics and government, with portraits and biographical sketches of its officers. Such handbooks will be found in the catalogue under the names of the states, with subhead *Politics and government*.

OTHER REFERENCE BOOKS. To find information about literary

allusions, origin of common phrases, noted names in fiction, look in the catalogue under the headings:

Allusions.

Nicknames.

Literature. Dictionaries.

Names. Dictionaries.

Concordances and dictionaries for individual authors will be found in the catalogue under the name of the author, subhead, *Concordances* or *Dictionaries*, e. g.

Milton, John. Concordances.

Dickens, Charles. Dictionaries.

The catalogue lists under the headings *Anecdotes*, *Epigrams*, *Maxims*, *Proverbs*, books containing such collections.

The various books of English and foreign quotations which the library has are placed together in the Reference Alcove under the number 808. One of the best and most accurate English collections is Bartlett's *Familiar quotations*.

Collections of poetry will be found in the catalogue under the headings *French poetry. Collections.* *Greek poetry. Collections*, etc.

Dictionaries of the different languages will be found in the catalogue under the names of the languages with subhead *Dictionaries*, e. g.

English language. Dictionaries.

French language. Dictionaries.

In one of the dictionary cases near the Index Table are a French, a German, a Latin and a Greek dictionary for convenient reference. The other copies of the foreign language dictionaries are in their regular places in the classified arrangement of books. The chief English dictionaries are in the dictionary cases near the east Reference Alcove.

Dictionaries of slang, Americanisms, English dialects, obsolete and provincial words will be found in the catalogue under the headings,

Slang. Dictionaries.

Americanisms.

English language. Dialects.

Other reference books about the English language will be found listed in the catalogue under *English language* with subheads *Grammar*, *History*, etc.

BIBLIOGRAPHIES

The word bibliography has two common meanings. The first is defined in the *Oxford English dictionary* as "The systematic description and history of books, their authorship, printing, publication, editions, etc.", also, as "A book containing such details." The second meaning, "A list of the books of a particular author, or country, or of those dealing with any particular theme; the literature of a subject," is used here.

An excellent list of the most useful standard bibliographies is included in the latest edition of Alice B. Kroeger's *Guide to the study and use of reference books*.

SUBJECT BIBLIOGRAPHIES. Subject bibliographies may be general or may confine themselves to a special place or time or to a special subject. They may aim to be exhaustive or selected, scholarly or popular. The titles may be followed by descriptive notes, by critical notes, or they may be without annotations. They may be classified or unclassified. They may be valuable or worthless.

The most useful bibliography is, of course, one compiled by a specialist in his chosen field. If worthless material is included it is labeled as such. The best books are indicated, and descriptive and critical notes are added when needed.

Other things being equal, a bibliography is likely to increase in value in proportion as it is limited in scope.

In using any bibliography special note must be taken of its date in order that material that has appeared since its publication may not be neglected.

A special effort is made by the Cataloguers to bring out every bibliography under its subject in the catalogue. Entries for extended bibliographies are placed in the catalogue before all the other entries for the subject. Brief bibliographies are mentioned in notes on the subject cards for the books which contain them.

The best cyclopedias and dictionaries of special subjects are often as important for their bibliographical notes as for their articles, and are more convenient to use than special bibliographies when information about the standard books on a subject is sought.

CATALOGUES OF OTHER LIBRARIES. The printed catalogues of other libraries are invaluable in looking up information about books not in our own library. The most important of these which our library contains are the catalogues of the libraries of the British Museum, the Peabody Institute, the Boston Athenæum, and the finding list of Princeton University Library. We also receive the proof sheets for the cards which Harvard University Library prints for its own catalogue.

TRADE CATALOGUES. Bibliographies compiled for the purpose of giving information to buyers and sellers of books, about editions, publishers, and prices, are called *trade bibliographies*.

The most useful trade lists for finding the prices of American books *in print* are:

The United States catalog; books in print January 1, 1912...3rd ed. Minneapolis, 1912.

The United States catalog supplement...1912-1917...N. Y. 1918.

The United States catalog supplement...1918-June 1921...N. Y. 1921.

Cumulative book index; annual cumulation 1918-date.

Cumulative book index; monthly, except June and August.

Publishers' weekly: the American book trade journal.

The Publishers' weekly issues a *Spring announcement number* and a *Fall announcement number*. These list by author and title, with price and publisher, books announced for early publication.

Publishers' trade list annual.

A collection of the trade catalogues of American publishers arranged alphabetically by the firm name.

Generally issued in August.

No general index.

Both American and foreign trade catalogues are in the Book Order Room.

PERIODICAL DIRECTORY.

Severance, Henry Ormal.

A guide to the current periodicals and serials of the United States and Canada. 4th ed. Ann Arbor, Mich., 1920.

Dealers' lists of foreign periodicals are on file in the Book Order Room.

NEWSPAPER DIRECTORY. N. W. Ayer & Sons of Philadelphia issue each year an *American newspaper annual and directory*.

GOVERNMENT PUBLICATIONS. The latest edition of Alice B. Kroeger's *Guide to the study and use of reference books* gives useful suggestions about the use of government publications. A *Guide to United States government publications* by W. I. Swanton, issued by the Bureau of Education as Bulletin 1918, no. 2, is very useful for information about the publications of the various departments of government. To find the books about government documents in this library consult the card catalogue under the heading *United States. Government publications*.

The United States Superintendent of documents issues a *Monthly catalogue* of United States public documents.

The Division of Documents of the Library of Congress issues a *Monthly list of state publications*.

Publications of governments are not kept together as series in this library but are separately catalogued and classified according to their subjects like other books.

INDEXES

INDEXES TO PERIODICALS

The general periodical indexes are on the Index Table in the north wing. The most used series are:

1. Poole's index...1802—Jan. 1882.
 " " 1st sup. 1882-87.
 " " 2nd sup. 1887-92.
 " " 3rd sup. 1892-96.
 " " 4th sup. 1897-1902.
 " " 5th sup. 1902-1906.
2. Readers' guide...1900-1904.
 " " 1905-1909.
 " " 1910-1914.
 " " 1915-1918.
 " " 1919-1921.
 " " (annual).
 " " (monthly).
3. Readers' guide...supplement 1907-1915.
 " " " 1916-1919.

International index to periodicals, 1920-date.

Published in January, March, May, Sept. and November, cumulated annually.

Indexes general periodicals *not included* in the Readers' guide.

4. Magazine subject index...to seventy-nine American and English periodicals; forty-four indexed from their first issues to Dec. 31, 1907, thirty-five indexed for the year 1907.

Annual magazine subject-index, 1908-date.

Includes, as pt. 2, the Dramatic index for 1909-date which contains the cumulation of the subject index to dramatic material in the quarterly numbers of the *Bulletin of bibliography*.

5. Public affairs information service. Bulletin, 1915-date.

Weekly bulletins (bi-weekly, June to October) with bi-monthly and annual cumulations.

An index to current publications concerning public affairs.

The magazines in this Library which are included in these indexes are listed with their call numbers on typewritten sheets in a loose leaf binder, on the Index Table.

INDEXES TO NEWSPAPERS

The Library has the following newspaper indexes:

New York Tribune. Index 1894-1906.

No more published.

Street's pandex of the news; a cumulative index and digest of the newspapers of the United States...1908-Nov. 12, 1909.

No more published.

Evening Post. Editorial index of the New York Evening Post. 1907-1917.

No more published.

New York Times. Index. 1913-date.

Quarterly.

INDEXES TO BOOKS

DRAMA

A useful title index to plays is included under *Drama* in the printed catalogue of the Peabody Institute Library, v. 2, 1885, and in its supplement, v. 2, 1897.

Dramatic compositions copyrighted in the United States 1870 to 1916, issued by the Library of Congress, Copyright Office, in 1916, presents in alphabetical arrangement all titles of plays recorded in the Copyright Office during those years. It contains an index to authors, copyright proprietors, translators, etc.

The *Dramatic index*, published as part 2 of the *Annual magazine subject index* includes books containing dramatic material.

ESSAYS

American library association—Publishing section.

The "A. L. A." index. An index to general literature...essays... reports and publications of boards and societies...2nd ed...brought down to Jan. 1, 1900. Boston, 1901.

Supplement 1900-1910. Chicago, 1914.

Another supplement is in preparation.

FABLES, FAIRY TALES, LEGENDS, MYTHS

Eastman, Mary Huse.

Index to fairy tales, myths and legends. Boston, 1915.

FICTION

Baker, Ernest Albert.

Guide to the best fiction in English. New ed. London, 1913.

Guide to historical fiction. London, 1914.

POETRY

Granger, Edith, ed.

An index to poetry and recitations... Chicago, 1904.

PORTRAITS

A. L. A. portrait index; index to portraits contained in printed books and periodicals; ed. by W. C. Lane and N. E. Browne. Washington, 1906.

The list of books indexed is checked for books in this library.

SHORT STORIES

Firkins, Ina Ten Eyck.

Index to short stories. White Plains, N. Y. 1915.

INDEX TO BOOK REVIEWS

Book review digest; devoted to the valuation of current literature (monthly).

Semi-annual and annual cumulation.

Contains abstracts of book reviews from over fifty periodicals.

INDEXES TO GOVERNMENT PUBLICATIONS

The most useful of the general indexes to United States government documents are listed in the catalogue under the subject heading *U. S. Government publications*.

LIBRARY STAFF

The Librarian is glad to see students in her office at any time, to talk with them about their use of the library and to receive any suggestions about book-buying or library arrangements.

Questions about the *location* of books should be asked at the Loan Desk. Inquiries about the use of books and the use of the catalogue should be made at the Reference Desk. The Reference Librarian's chief duty is to try to help the students to use the library intelligently and independently; not to find material for them, but to suggest the *direction* of further search. She is glad to help them in the selection of editions of books for their own libraries or in any other way in which her experience may be of use to them.

LIBRARY HANDBOOKS

The inexperienced student may find the following books helpful in learning how to use the library.

Kroeger, Alice Bertha.

Guide to the study and use of reference books...3rd edition, revised...by I. G. Mudge. Chicago, 1917.

A new edition is announced for 1922.

Ward, Gilbert O.

The practical use of books and libraries; an elementary manual. 3rd ed. Boston, 1917.

"...very elementary instruction for young persons, such as high school students...who do not know how to use books and libraries."

Fay, Lucy E. & Eaton, A. T.

Instruction in the use of books and libraries; a text-book for normal schools and colleges. 2nd ed. Boston, 1919.

Lowe, John Adams.

Books and libraries; a manual of instruction in their use, for colleges. Boston, 1916.

Hopkins, Florence M.

Reference guides that should be known... Detroit, [1916].

Connolly, Louise.

How to use a library. Woodstock, Vermont, 1917.

SUGGESTIONS

NOTES ABOUT COMPILING BIBLIOGRAPHIES

Any piece of work is more valuable if it is accompanied by a list of the authorities upon which it is based. However short the list, it *must* be accurate and definite in its information and should be generally consistent in fullness. Its form and content depend upon its purpose, but without accuracy and definiteness it is useless.

In compiling a bibliography keep its purpose constantly in mind. Do not let the interest in collecting beguile you into an unreasoning accumulation of titles.

Make at least a rough working plan before beginning your bibliography. Decide whether you need, for your purpose, to collect all available material, or whether any limitation of time or place or language or treatment may be adopted.

The form of a bibliography is determined by the use which is to be made of it. Decide whether it will better serve its purpose in alphabetical or chronological or classified order.

Whatever the form and content of a bibliography as a whole, the form of entry of each title remains practically the same, varying, as a rule, only in fullness. The order of each entry should be: author, title, imprint (i. e. the place of publication, the name of the publisher and the date of publication, usually printed at the foot of the title-page). For the *simplest* bibliographical note, author, title and date of publication are sufficient. If the work is in more than one volume with different dates of publication, give the inclusive dates. The ordinary bibliography should give author, title, edition, place of publication, date of publication (and copyright date if it differs by more than a year from date of publication), number of volumes (if more than one). If you abbreviate the title, indicate the omission by three dots (...). Never omit the first words of the title. It is important to include the publisher if the bibliography is to be used as a buying list. A bibliography of rare books needs a very full description of each title. When the form of entry has been decided upon, follow it consistently.

When the bibliographical entry is for part of a book or for an article in a periodical, the form of entry is less definitely fixed by usage. Here follow a few such entries in good form:

Wyer, James Ingersoll, jr.

Practical bibliography. (In *Bulletin of bibliography*. 1902. v. 3, p. 21-23.)

James, Henry.

Views and reviews. Boston, 1908. *The poetry of William Morris*, p. 63-80.

or

James, Henry.

The poetry of William Morris. (In his Views and reviews. Boston, 1908. p. 63-80.)

Stevenson, Robert Louis.

Style in literature. (In Brewster, W. T. ed. Representative essays. 1905. p. 262-283.)

Copy the title of the book from the title-page, not from the book cover. Note each title on a separate slip. This permits flexible arrangement and quick handling of material. Note the source of the information at the bottom of the slip for purposes of verification.

In a classified bibliography, it is often useful to include one title under two or more subjects or to enter different parts of one work under different subjects.

If you attempt an exhaustive bibliography, limit your field sufficiently so that your work may be thorough.

In preparing a selected bibliography consider each entry not only in relation to its value but also in relation to the other books on the list.

A bibliography generally needs critical and descriptive notes to indicate the value and scope of the different works. If the note consists of a quotation, be sure to quote accurately, to show clearly by quotation marks the extent of the quotation and to give definitely the source.

To compile a bibliography of the standard authorities on a subject, a careful study of the critical literature of the subject is necessary.

Make reference cards from one form of name to another, or from one subject to another, whenever such references would be useful.

If the bibliography is to be extensive and much used, it may be most easily handled in a box suited to the size of slips used, with

guide cards to separate the different groups of slips. Use a rough classification at first, making a more careful arrangement after all material has been examined. Brief bibliographies may be conveniently kept in envelopes suitably labeled.

GATHERING MATERIAL. Generally the first step, after the purpose and character of the bibliography have been defined, is to find what other bibliographies of the subject are available. Bibliographies of a subject are entered in the card catalogue before all the other entries under a subject. Every catalogue is itself a bibliography and the section of the library catalogue which concerns your subject is the first to be examined. If the subject does not appear as a heading in the catalogue, look under a more general subject which will include it.

The resources of the Library are not exhausted by searching the catalogue. Reference books, periodicals, newspapers and pamphlet material are also to be kept in mind. Pamphlets sufficiently important are catalogued and treated as books in this library, but less important pamphlets are simply classified and placed in pamphlet boxes on the shelves just before the books on the same subject.

Examine the most comprehensive work on the subject with its accompanying bibliographies and foot notes.

Further material may be found by consulting other bibliographies and the catalogues of other libraries.

After the titles have been collected, examine the books themselves. Note on each slip that the book it represents has been examined, add descriptive or critical notes when needed and group the titles according to the arrangement chosen. If any title which has not been examined is included for any reason, note the fact that it has not been examined.

BOOKS AND READING

A FEW BOOKS ABOUT READING

Bacon, Francis.

Of studies. (In his *Essays* ed. by M. A. Scott. N. Y. 1908. p. 233-235.)

Baldwin, James.

The book lover... Chicago, 1902.

Brandes, Georg.

On reading; an essay. N. Y. 1906.

Bury, Richard de.

Philobiblon... ed. and tr. by E. C. Thomas... N. Y. 1889.

Emerson, Ralph Waldo.

Books. (In his *Society and solitude*. Boston, 1892. p. 181-210.)

Harrison, Frederic.

Choice of books... London, 1896.

Ireland, Alexander, ed.

The book-lover's enchiridion... London, 1890.

Kerfoot, J. B.

How to read... Boston, 1916.

Lowell, James Russell.

Books and libraries. (In his *Literary and political addresses*. Boston, 1892. p. 78-98.)

Quiller-Couch, Sir Arthur.

On the art of reading... N. Y. 1920.

Woodbury, George Edward.

The appreciation of literature... New York, 1907.

BOOKS ABOUT STUDYING AND NOTE TAKING

Ball, Margaret.

The principles of outlining... Boston, 1910.

Dearborn, George Van Ness.

How to learn easily... Boston, 1916.

Kitson, Harry D.

How to use your mind... 2nd ed. Philadelphia, 1921.

Langlois, C. V. & Seignobos, C.

[Note taking] (In their *Introduction to the study of history tr.*
by G. G. Berry. London, 1898. p. 101-105.)

Seward, S. S.

Note-taking. Boston, 1910.

BOOKS ABOUT BOOKS AND LIBRARIES

Aldis, Harry G.

The printed book. N. Y. 1916.

Bouchot, Henri.

The printed book, its history, illustration, and adornment...tr.
...by E. C. Bigmore... London, 1887.

Clark, John Willis.

The care of books...2nd ed. Cambridge (England), 1903.

Crane, Walter.

Of the decorative illustration of books old and new...3rd ed.
London, 1911.

Davenport, Cyril James H.

The book, its history and development. N. Y. 1908.

Duff, Edward Gordon.

Early printed books. London, 1893.

Herbert, John Alexander.

Illuminated manuscripts. London, 1911.

Holme, C. Geoffrey, ed.

Modern book illustrators and their work... London, 1914.

Koopman, Harry Lyman.

The booklover and his books. Boston, 1917.

Madan, Falconer.

Books in manuscript... London, 1893.

Morris, William.

The ideal book; an address. N. Y. 1899.

Pollard, Alfred William.

Fine books... London, 1912.

Richardson, Ernest Cushing.

The beginnings of libraries. Princeton, 1914.

Savage, Ernest Albert.

Old English libraries; the making, collection and use of books
during the middle ages... London, 1911.

BOOK BUYING

NEW BOOKS. The regular book trade publications attempt to list all books as they appear. *Selected* lists of new books are published in various periodicals. Convenient lists appearing in American periodicals are those in the *Nation* (weekly), the *New York Times review of books* (weekly), and the *Booklist* (monthly); in English periodicals, the lists in the *London Mercury* and in the *Times* (London) *literary supplement* (weekly).

The *Book review digest* (monthly) is the most convenient place to find reviews of specific books.

The best reviews of books on special subjects are generally found in the journals devoted to those subjects.

Some of the latest catalogues received from publishers are on file in the Book Order Room. Notices of recent publications are on a shelf in the New Book Room.

OLD BOOKS. Secondhand book shops and the catalogues of secondhand book dealers give the best opportunities for securing attractive editions of old books. The Library receives a large number of such catalogues. They are filed in the Book Order Room.

OTHER LIBRARIES

OTHER LIBRARIES AND READING ROOMS ON THE CAMPUS

Raymond Room, south of the reception rooms in Main, was furnished by the gift of two alumnae in memory of John H. Raymond, President of Vassar College, 1864-1878. It contains an attractive collection of books for general reading. The books may not be taken from the room. The Josselyn Library contains a similar collection of books, the gift of an alumna. Additions to both collections are made from time to time.

The Music Department possesses, in addition to its general departmental library of scores, a collection of organ music, a choir library and a very valuable collection of pianoforte works, the gifts of many students in the department. It has also the beginning of a corresponding collection of vocal works, and a valuable library of violin and chamber music, the gift of Gustav Dannreuther.

The Good-fellowship Club has a small circulating library in the club-house for the household employees. It includes a small collection of Polish books.

ADRIANCE MEMORIAL LIBRARY, POUGHKEEPSIE

HOURS: Monday to Saturday, 10 A. M. to 8 P. M. Sunday 2 P. M. to 6 P. M.

The library is on Market Street about five minutes walk from Main Street. It is freely open to students for reference use. Members of the College who are not Poughkeepsie residents may have borrowing privileges by depositing five dollars as a guarantee with the College Treasurer. The library has about 60,700 volumes. It is rich in books of history, travel and biography.

A list of the periodicals it receives is kept on the Index Table in the College Library.

It is a depository library for United States government documents and the College Library depends on it for such documents as the College does not receive.

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